



ARIZONA MUNICIPAL CLERKS' ASSOCIATION
2005 EDUCATION SURVEY

1. **How long have you been in your current position?**
_____months _____years
2. **Describe your position in the Clerk's Office**
_____Clerk _____Deputy / Assistant Clerk _____Administrative/Other
3. **Have you received your CMC?**
Yes No
4. **If you have not obtained your, CMC are you currently working toward obtaining your CMC?**
Yes No
5. **Have you received or are you working toward your MMC?**
Yes No *INDICATE LEVEL*_____
6. **As a condition of employment, does your city/town require you to have or obtain a certification as a municipal clerk?**
Yes No
7. **As a condition of employment, does your city/town require you to have or obtain a certification as a Municipal Election Official?**
Yes No
8. **Please indicate your ability to access the Internet: (Please circle all that apply)**
24/7 5/8(work) Home only Library/Other Not at all
9. **Do you attend the annual Institute/Academy? (Please circle one)**
Every year Every other year Occasionally Never
10. **Do you attend the AMCA Annual Conference? (Please circle one)**
Every year Every other year Occasionally Never
11. **Do you attend the AMCA Election Training? (Please circle one)**
Every year Every other year Occasionally Never



12. **Would you find it beneficial if the Election Training was held more than once a year?**
Yes No
13. **Do you attend the IIMC Regional Conferences? (Please circle one)**
Every year Every other year Occasionally Never
14. **Do you attend the IIMC Annual Conferences? (Please circle one)**
Every year Every other year Occasionally Never
15. **Does your city/town encourage professional development for the Clerk and staff? (Please circle one)**
Very much Some Not at all
16. **Do financial constraints in your city/town limit your ability to travel and attend continuing education courses? (Please circle one)**
Yes No Sometimes
17. **Do staffing constraints in your city/town limit your ability to travel and attend continuing education courses? (Please circle one)**
Yes No Sometimes
18. **Would you take AMCA distance learning courses (Academy/Institute) via the Internet at a reduced cost if they were available to you for credit toward your CMC or MMC? (Please circle one)**
Yes No
19. **Do you contract with the County to conduct your elections? (Please circle one)**
Yes No



20. Please check as many topics listed below as are applicable to your responsibilities and interests in the Clerk's Office:

- ☐ Elections
- ☐ Records management
- ☐ Customer Service
- ☐ Preparing for Council Meetings
- ☐ Preparing Minutes and Agendas
- ☐ Finance and Budget
- ☐ Team projects with other departments
- ☐ Business licenses
- ☐ Liquor license and special event permits
- ☐ Knowledge of specialized software, i.e. Excel, Performance Now
- ☐ Succession planning
- ☐ Human Resources
- ☐ Managing employees
- ☐ Preparation of technical journals, guides, newsletters and reports
- ☐ Presentations before Mayor and Council and the public
- ☐ Dealing with the media
- ☐ Growth and development issues
- ☐ Water/Sewer infrastructure
- ☐ Becoming a Notary Public
- ☐ Special event planning
- ☐ Working with the Mayor and Council in these areas: training/research
open meeting law/ parliamentary procedure
- ☐ Working with the City Attorney on litigation
- ☐ Working with Boards and Commissions – open meeting
law/parliamentary procedure
- ☐ Maintenance of the City Code
- ☐ Other Please list: _____

21. We are looking for suggestions for topics of special interest you would like to have covered at the Institute, Academy or Annual Conference. Please list topics:

22. Additional Comments
